



Office of the City Clerk

Weekly Report – for Week Ending January 23, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Primary/General 2015 Elections:

Poll Worker Recruitment - Staff has recruited 2,791 poll workers out of 6,024 representing 46.3 percent of the overall recruitment goal. The placement of 2,542 high school students has begun.

Election Recount Fee Ordinance - Was approved by Council on January 21, 2015.

Vote-By-Mail (VBM) - In accordance with new State requirements, staff implemented an automated overseas and military email application. 8,600 notices to voters which contain voting information and a sample were electronically issued. The inserting of the VBM mailers has begun with approximately 107,000, out of 700,000 completed

Voter Outreach - Cumulatively, staff has attended 57 events since the launch of the "L.A. City Votes!" Voter Outreach and Education campaign with 244 poll workers recruited, 50 percent of which are bilingual. A Voter Guide, Get-Out-the-Vote poster, Poll Worker Recruitment bookmark, Poll Worker Recruitment Application and Flyer, and Accessibility Services Informational Sheets were completed for the "LA City Votes!" outreach efforts.

Accessibility Videos on City Clerk's YouTube Channel - Produced in collaboration with the Department on Disability, the Accessibility Services for Voters with Disabilities video is now available on the City Clerk's YouTube Channel, L.A. City Clerk. The five minute video guides voters with specific needs through available services that provide them an opportunity to cast their ballot privately and independently.

Official Sample Ballots - Data files for the Official Sample Ballot (OSB) addresses have been prepared and sent to the print vendor for labeling and mailing. The data file is 2.3 million records in size and is comprised of 35 different types of OSB booklets. These are mailed to voters.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	46/1
Number of Notices/Publications	15
Number of Contracts Attested	33
Number of Council Files Created	53
Number of Claims Received	118
Number of Referrals	45
Number of Council Meetings	5
Number of Committee Meetings	4

Novus/Electronic Submissions – 13 departments have or will be submitting documents electronically to our department for Council Files. Departments now on board include: El Pueblo; CLA; CAO; City Clerk; LAWA; Harbor; HCID; ITA; DONE; DWP; Controller; EWDD and Mayor. We are now using the system for Rule 16 motions.

Neighborhood and Business Improvement Districts:

Staff attended a meeting with the consultant to review the Management District Plan and Engineer's report for the Los Angeles

TOP ITEMS

- [*City Clerk YouTube Channel Updated with Election Outreach Videos in 11 Languages*](#)
- [*Implementation of New Automated Mailing to Overseas Voters*](#)
- [*Conversion of City Council Minutes from Microfilm to Digital Continues*](#)



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Tourism Marketing District renewal; had a conference call with the LA BID Consortium Chair relative to the DWP MOU funding on January 20, 2015 and met with the Venice Beach BID Consultant to discuss the status of the proposed BID.

Staff prepared letter to State of California relative to none payment of Courthouse parcel assessments.

2015 Annual Planning Reports: 28 of 29 reports were received.

Fiscal – Staff submitted the Watts City Investment report to the CAO's Office, provided Council Districts 8, 9 and 15 the balances for their discretionary trust funds, forwarded payment requests from Council District 8's Public Benefit Trust Fund to accounting for further processing, addressed budgetary questions from the CAO's Office and continued working with City Attorney to finalize the contract amendment with Iron Mountain.

AB1290/Council – Staff closed out 1 contract, received 1 allocation, has 1 new contract in process and processed 1 request for payment.

General City Purposes – Staff received 57 GCP allocation requests, processed 11 invoices for payment, drafted 1 new contract and 1 new contract amendment.

Personnel – Staff continued to coordinate with Controller's Office regarding the 2.75% increase for Council and CLA, held two FMLA Orientations and five New Hire Orientations, researched and assisted constituent with U.S. Immigration fingerprinting Issue, received information from potential candidates for various position openings in the department.

Electronic Claims Form - The form design and workflow has been completed. The implementation day is pending on a minor system modification by the vendor. The Information Technology Agency is working on the systems integration to the City Attorney system.

Electronic Blue Slip Form - The form will be deployed for the pilot group starting pay period 16th. Training will be provided by the Systems and Admin sections. Systems and Administrative Services Division will be the first divisions to transition to paperless process and prepared materials for Mandatory EEO Labor Law distribution to Council, CLA, Mayor and City Clerk.

Online Council Archived Minutes - Additional 209 records have been scanned and uploaded onto the Minutes Search application. A total of 13185 archived council minutes is now available online.

Records Storage RFP – Contract negotiations with the recommended vendor are in progress. An extension to the existing contract is drafted to enable departments to continue to pay the current vendor during the transition to the new vendor.

Microfilm Conversion of City Council Minutes – 11 reels were converted this week. 446 reels have been converted to date. Our goal is to convert all 601 reels of the minutes back to 1850 this fiscal year. The City Council minutes are now available on line back to March of 1923.

Significant Records Research – The Archivist compiled a list of past honorees of the Pioneer Women program for the Mayor's Office. A researcher reviewed the Recreation and Parks Commission Minutes from the early 20th century and several requests for photographs of historical sites or persons were received.

ISSUES

Granicus Video Streaming - The live streaming of Wednesday's City Council Meeting (English language stream) failed.

UPCOMING. . . .

Early Voting - Will be available starting February 2nd at Piper Tech Election Center and on February 23rd at City Hall.

International Delegation Tour of the Elections Center - Will take place on January 30. The delegation is comprised of 12 countries.